



**Career Services**

**Position Posting**

<b>Posting Date</b> 09.11.2017 <b>Removal Date</b> 10.011.2017	<b>Posting Number:</b> 17-257	
<b>Job Title:</b> Office Assistant, Ride Operations		
<b>Company Description:</b> Kings Island, Mason, OH		
<i>Internship</i> [ ]	<i>Part-time Position</i> [ ]	<i>Full-time Position</i> [ ]
<b><i>Postings remain active only thirty (30) days.</i></b>		

**Employer:** Kings Island, Mason, OH

**Contact Person:** <https://www.cedarfairjobs.com/job/7518023/office-assistant-mason-oh/>

**Duties:** Employment at Kings Island offers great opportunities for associates who want to work in a FUN environment and build relationships that will last a lifetime. Minimum Age: 18

If you are looking for a position where you can put your office skills to work, this could be the ideal position for you. The Office Assistant will interact with the Operations Management Team as well as operations associates.

In this role, the Office Assistant will calculate payroll hours, resolve paycheck issues, run reports, check voicemails and return phone calls as well as data entry functions.

Additionally, the Office Assistant will receive rides training to assist with staffing as business needs dictate. This position is fast-paced and requires someone who can multi-task. When you join our team, you'll receive competitive compensation, flexible scheduling, access to all of Cedar Fair Parks for the summer, an associate discount, opportunities to earn free tickets for friends & family, scholarship opportunities, great training, leadership opportunities and advancement potential.

**Salary:** TBD

*Please do not remove.*

*Contact Tom Payton, Career Services at Extension 2713 for additional copies. Regional Campuses should see their local Student Services contact for extra copies.*